



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF TELECOMMUNICATIONS MANAGEMENT

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

February 11, 2002

TELECOMMUNICATIONS INFORMATION NOTICE NUMBER **02-03**

SUBJECT: **New Billing Format**

The Office of Telecommunications Management (OTM) is implementing a new billing management module. This will result in a change to the format of your monthly bill from OTM. You will be notified of the change in the message section of the OTM bill prior to the change being made. A sample copy of the new bill is attached for your review. **(Note: The attached sample bill does not reflect the content of the entire bill.)**

New Billing Format

The new bill includes the following sections:

Invoice—The invoice is a summary of the categories of telecommunication services used by your agency. It is composed of the following parts:

- Message or text header for the latest news from OTM regarding changes or enhancements to services
- Accounting unit number and address of the agency being invoiced, invoice number and date
- Summary of charges and total amount due
- Remit to address

Allocation Summary—The allocation summary is a summary of the categories of services used by your agency. Charges are summarized by monthly recurring charges for each inventory number. Additionally, LINC or other long distance charges associated with an inventory number will be summarized by the number of calls and total number of minutes by call category.

Allocation Detail—The allocation detail is a listing of the types of charges associated with monthly recurring charges included in each category of service. For example, LINC or other long distance charges associated with an inventory number will be detailed by date, time, number called, place called, number of minutes per call, and the cost of the call.

New Billing Terminology

MRC—Monthly Recurring Charges, e.g., the monthly charge for dial tone, circuit charges, voice mail, etc.

OC&C's—Other Charges and Credits, a telephone company term that describes miscellaneous, non-recurring services, and installation charges.

Freeze On Service Order Activity From April 15, 2002 Through May 15, 2002

In preparation for implementation of OTM's new billing system, it will be necessary for OTM to

freeze all service order activity from April 15, 2002 through May 15, 2002. Only service orders of an emergency nature will be worked during this time. Billing may be delayed or manually prepared for work determined by OTM and the agency to be of an emergency nature.

If you have any questions concerning this project, contact Rose Trahan at 225-342-7718 or rtrahan@doa.state.la.us.

Attachments

HAPPY HOLIDAYS

THIS MONTH'S INVOICE INCLUDES A REBATE FOR PAGER USE

INVOICE FOR:	INVOICE NO.	INVOICE DATE
B808-2222	0092	12/01
OFFICE OF TELECOMMUNICATIONS MANAGEMENT		
150 THIRD STREET		
BATON ROUGE, LA 70801		

SUMMARY OF CHARGES

	AMOUNT
NETWORK SERVICES	
LONG DISTANCE TOLL SERVICES	\$ 143.21
LOCAL SERVICES	
DIALTONE-STANDARD RATED MRC	\$ 923.00
VOICE PROCESSING SERVICES MRC	\$ 270.00
TOTAL AMOUNT DUE :	\$1,336.21

PLEASE REMIT PAYMENT TO:

OFFICE OF TELECOMMUNICATIONS
P.O. BOX 94280 CAPITOL STATION
BATON ROUGE, LA 70804-9280
AGPS VENDOR NO. 72070025400

*b808-2222

B808-2222

NMB772LA-01 V4.2.0/P05

OFFICE OF TELECOMMUNICATIONS

RUN DATE: 11/14/01

NOVEMBER, 2001

ALLOCATION SUMMARY

RUN TIME: 15:26

PAGE: 1

COST CENTER b808-2222 Office of Telecommunications Management
150 Third Street
Baton Rouge, LA 70801

INVENTORY NO: 2253427718

Dialtone-Standard Rated MRC 55.00

Standard Dialtone Usage NO CALLS 1 NO MINUTES 2 .10

* INVENTORY NO TOTAL 55.10 *

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LOCATION TOTALS

Dialtone-Standard Rated MRC 923.00

Voice Processing Services MRC 270.00

Standard Dialtone Usage NO CALLS 74 NO MINUTES 523 143.21

LOCATION GRAND TOTAL: 1336.21

B808-2222

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55.00

1336.21